

**Structured Learning Experience
Teacher Certification and Training Information
School Year 2005-2006**

for

**Structured Learning Experience Coordination
Cooperative Education Coordinator -Hazardous Occupations
Cooperative Education Coordinator
County Apprenticeship Coordinator**

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STRUCTURED LEARNING EXPERIENCE TEACHER CERTIFICATION AND TRAINING INFORMATION

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PART 1: Requirements for Structured Learning Experience Coordination for Any Certified Teachers

N.J.A.C. 6A:9-5.22 Structured learning experiences/career orientation coordination

(a) Structured learning experiences/career orientation coordination include experiences designed for career awareness, career exploration and/or career orientation. These experiences must be in non-hazardous occupations in any career cluster.

(b) The chief school administrator may assign an individual to coordinate structured learning experiences/career orientation if the individual:

1. Holds a standard instructional certificate;
2. Presents evidence of one year of full-time, successful classroom teaching experience;
3. Completes training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with *N.J.S.A. 34:2-21* and *57*, *N.J.S.A. 34:11-4* and *56*, *N.J.A.C. 12:56* and *58*, and *29 CFR-570* and *1900*; and
4. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:19, Vocational-Technical Education*.

(c) The chief school administrator of the employing district board of education shall:

1. Annually notify the county superintendent of all persons assigned to coordinate structured learning experiences/career orientation; and
2. Forward to the county superintendent copies of certificates of completion for the required training hours pursuant to (b)3 and (4) above. (*See page 10 of this document for reporting form.*)

PART 2: Requirements for Supervising Vocational-Technical Education Students in Area of Endorsement for Vocational-Technical Education Teachers Only

N.J.A.C. 6A:9-9.2(c) Endorsements and authorizations

(c) Teaching endorsements in the career clusters listed below authorize the holder to teach in approved vocational-technical education programs and related courses in all public schools. They are grouped in the 16 career clusters recognized nationally and by the Department. Specific occupational endorsements are available under each career cluster. A list of these endorsements will be developed by the Department in consultation with representatives of affected statewide organizations. The list will be available from the Office and will be updated as new occupations emerge based on employer demand and as other occupations become obsolete. The holder of a standard vocational-technical education endorsement who has completed the study requirements in *N.J.A.C. 6A:9-13.19(b)2i* and *ii* or *13.20(b)2i* and *ii* also is

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authorized to place and supervise vocational students in school-sponsored cooperative education experiences in the occupation in which the holder is certified as part of an approved vocational-technical education program.

For information about obtaining a vocational-technical education certificate, visit the following website:
<http://www.nj.gov/njded/code/current/title6a/chap9.pdf>

PART 3: Requirements for Cooperative Education Certificates, Hazardous and Non-hazardous, for Vocational-Technical Education Teachers Only

N.J.A.C. 6A:9-13.19 Cooperative education coordinator--hazardous occupations

(a) The cooperative education coordinator (CEC)--hazardous occupations endorsement is required for an individual to serve as a coordinator supervising vocational students who are participating in cooperative education experiences in hazardous occupations in accordance with New Jersey Child Labor Laws, *N.J.S.A. 34:2-21*, and New Jersey Department of Education rules at *N.J.A.C. 6A:8* and *6A:19*. This endorsement authorizes the holder to place and supervise vocational students in school-sponsored cooperative education experiences as part of a vocational-technical education program. This endorsement also permits the individual to supervise students participating in any other structured learning experience (SLE) in any career cluster.

(b) To be eligible for the CEC--hazardous occupations endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field;
2. Two years of successful teaching under a certificate in vocational-technical education, and completion of the following:
 - i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with *N.J.S.A. 34:2-21* and *57*, *N.J.S.A. 34:11-4* and *56*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:19*;
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and
 - iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, *N.J.S.A. 34:2-21*.

(c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004, may serve in a position requiring the CEC--hazardous occupations endorsement in any career cluster.

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(d) An emergency certificate in CEC--hazardous occupations may be issued to a candidate who meets the requirements in (d)1 through 3 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate;
2. Two years of successful vocational-technical education teaching experience; and
3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, *N.J.S.A.* 34:2-21.

Note that vocational-technical education teachers who obtained their vocational-technical education certificates via the alternate route using their work experience do not have to satisfy number 3., above, if their vocational-technical education certificate is in a hazardous occupation. For a list of common hazardous occupations that would satisfy number 3., above, visit the following website: <http://www.nj.gov/njded/voc/sle/>

N.J.A.C. 6A:9-13.20 Cooperative education coordinator

(a) The cooperative education coordinator endorsement is required for an individual to serve in the capacity as a coordinator supervising vocational students who are participating in cooperative education experiences in non-hazardous occupations in accordance with the New Jersey Child Labor Laws, *N.J.S.A.* 34:2-21, and New Jersey Department of Education rules at *N.J.A.C.* 6A:8 and 6A:19. This endorsement also permits the individual to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field; and
2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:
 - i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with *N.J.S.A.* 34:2-21 and 57, *N.J.S.A.* 34:11-4 and 56, *N.J.A.C.* 12:56 and 12:58 and 29 CFR 570 and 1900;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C.* 6A:19; and
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

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(c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate; and
2. Two years of successful vocational-technical education teaching experience.

PART 4: Requirements for County Apprenticeship Coordinator Certificates for Vocational-Technical Education Teachers Only

N.J.A.C. 6A:9-13.21 County apprenticeship coordinator

(a) The county apprenticeship coordinator endorsement is required for the position of county apprentice coordinator in any county vocational school district conducting an apprenticeship program. The endorsement authorizes the holder to approve and coordinate apprenticeship training programs in accordance with *N.J.A.C. 6A:8* and *6A:19*.

(b) To be eligible for the county apprenticeship coordinator endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical education endorsement;
2. Two years of successful teaching in a vocational-technical education program or one year of successful teaching experience in a vocational-technical education program and completion of a formal apprenticeship;
3. Completion of the following:
 - i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with *N.J.S.A. 34:2-21* and *57*, *N.J.S.A. 34:11-4* and *56*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:19*;
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and

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4. Two graduate level courses or a Department-approved program in the following required areas: one in the administration and supervision of vocational-technical education programs and one in industrial and labor relations.

(c) An emergency county apprenticeship coordinator certificate may be issued to a candidate who meets the requirements in (c)1 and 2 below. The candidate will have 12 months to complete the requirements for the standard certificate.

1. A standard instructional certificate with a vocational-technical education endorsement; and
2. Two years of teaching experience in a vocational-technical education program, or one year of successful teaching experience and completion of a formal apprenticeship.

PART 5: Information Regarding the Non-collegiate Training Requirements for All of the Above

The required non-collegiate training include the following five courses:

Structured Learning Experience Coordination Required Non-collegiate Courses	
Course Title	Hours
Designing and Implementing Student Training Plans	18 hours
OHSA 10 PLUS (<i>Worksite safety and health laws and regulations plus NJDOE student safety and health administrative code</i>)	12 hours
New Jersey State Child Labor Laws, Regulations, and Hazardous Orders	6 hours
New Jersey State Wage Payment and Wage and Hour Laws and Regulations	6 hours
Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders	6 hours
Total of 5 Courses	Total of 48 hours

Sign up for announcements of the required non-collegiate courses by subscribing to the vocinfo e-mail newlist at the following website: <http://www.nj.gov/njded/voc/>. Courses are offered year-round and throughout the state. For schedules and to register for non-collegiate courses, please visit: <http://eohsi.rutgers.edu/ss/sched1.html>.

PART 6: Requirements for Graduate Courses for Cooperative Education Coordinator Certificates, Hazardous and Non-hazardous Occupations

The two graduate courses are required to obtain the cooperative education coordinator - hazardous occupations and the cooperative education coordinator – non-hazardous occupations certificates, one each in the following topic areas: career/vocational guidance and counseling and the principals of work-based

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education. Courses as of the 2005 school year that would satisfy the work-based education requirement are in *italics*.

Note that each institution must be contacted to determine if and when the courses will be offered. Also note that this may not be a comprehensive list. The following URL lists all New Jersey college and university websites: <http://www.state.nj.us/highereducation/>

CALDWELL COLLEGE

Career Information/Occupational Guidance: PS633 Career Counseling

CENTENARY COLLEGE

Career Information/Occupational Guidance: GPY 586 Career Counseling

THE COLLEGE OF NEW JERSEY

Career Information/Occupational Guidance: COUN 535 Career Counseling and Placement

COLLEGE OF SAINT ELIZABETH

Career Information/Occupational Guidance: PSY 643 Career Development and Occupational Opportunities

GEORGIAN COURT UNIVERSITY

Career Information/Occupational Guidance: ED6304 Vocational Guidance

KEAN UNIVERSITY

Career Information/Occupational Guidance: CED 5975 Career Counseling and Development

MONMOUTH UNIVERSITY

Career Information/Occupational Guidance: EDL 520 Career Development and Guidance

MONTCLAIR STATE UNIVERSITY

Career Information/Occupational Guidance: COUN 582 Career Counseling or ISCE 582

NEW JERSEY CITY UNIVERSITY

Career Information/Occupational Guidance: COE/606 Vocational Guidance for Vocational Teachers

RIDER UNIVERSITY

Career Information/Occupational Guidance: COUN 505 Vocational/Career Development

Instructional Strategies for Work-Based Education: *BSED-508 Organizing and Administering Cooperative Work Experience Programs*

Instructional Strategies for Work-Based Education: *BSED-509 Principles and Strategies of Vocational and Cooperative Education*

ROWEN UNIVERSITY

0826.582: Career Counseling and Development

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RUTGERS UNIVERSITY

Career Information/Occupational Guidance: 15:297:510 Introduction to Vocational Psychology

SETON HALL UNIVERSITY

Career Information/Occupational Guidance: CPSY 6301 Career Development and Information

UNIVERSITY OF PHOENIX, JERSEY CITY CAMPUS

Career Information/Occupational Guidance: ECN 545 Student Career Counseling

PENNSYLVANIA COLLEGES AND UNIVERSITIES

PENN STATE UNIVERSITY

Career Information/Occupational Guidance: CNPSY 555 Career Counseling

Instructional Strategies for Work-Based Education: *WFED 508 Workforce Education Management*

Instructional Strategies for Work-Based Education: *WFED 518 Curriculum and Instructional Leadership for Workforce Education*

Instructional Strategies for Work-Based Education: *WFED 543 Work-Based Education*

TEMPLE UNIVERSITY

Instructional Strategies for Work-Based Education: *Career & Technical Education 0501 Curriculum Development in Vocational-Technical Education*

(Temple also offers a Career and Technical Education specialization in its graduate education program.)

LOCKE HAVEN UNIVERSITY OF PENNSYLVANIA

Instructional Strategies for Work-Based Education: *ALTE 614 School to Work (Web-based course currently under development)*

PART 7: Requirements for Graduate Courses for County Apprenticeship Coordinator Certificates

N.J.A.C. 6A:9-13.21 County apprenticeship coordinator

Two graduate courses are required to obtain the county apprenticeship coordinator certificate, one in the administration and supervision of vocational-technical education programs and one in industrial and labor relations. Courses as of 2005 that would satisfy the supervision of vocational-technical education programs are in *italics*.

Note that each institution must be contacted to determine if and when the courses will be offered. Also note that this may not be a comprehensive list. The following URL lists all New Jersey college and university websites: <http://www.state.nj.us/highereducation/>

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FAIRLEIGH DICKENSON

Labor Relations Requirement: MADS6607: Collective Bargaining and Contract Administration

GEORGIAN COURT UNIVERSITY

Labor Relations Requirement: BU625 Labor Law

RIDER UNIVERSITY

Labor Relations Requirement: MBAD-673 Labor Relations and Collective Bargaining

Administration and Supervision of Vocational-Technical Education Programs Requirement: *BSED-506
Administration and Supervision of Business and Vocational Education*

RUTGERS

Labor Relations Requirement: 38:578:500 Introductory Seminar in Labor and Employment Relations

Labor Relations Requirement: 38:578:560 Collective Bargaining

SETON HALL UNIVERSITY

Labor Relations Requirement: LABR7102 Labor Law

PART 8: Structured Learning Experience Assignment Reporting Requirements and Form

On the follow page of this document is the “Structured Learning Experience Coordination Assignment Reporting Form” to be used by chief school administrators to satisfy the reporting requirements of *N.J.A.C. 6A:9-5.22*, Structured learning experiences/career orientation coordination. Chief school administrators will use this form to annually report to the county superintendent of schools their structured learning experience teachers assignments.

A copy of the form should be completed and submitted for each teacher assigned when the assignment is made. Attach to the reporting form copies of the certificate of completion of each department-required non-collegiate training completed by the assigned structured learning experience teacher. If the assigned teacher has not yet completed any of the required courses, then choose the selection on the form that states that the chief school administrator assures that the assigned teacher will actively pursue the completion of the department-required non-collegiate courses.

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SLE Teacher Name: _____

Current Certification: _____

County: _____

District/School/Agency: _____

Address: _____

Phone/Fax/E-mail: _____

School Year of Appointment: _____

I certify that the above teacher has been appointed by me to coordinate structured learning experiences/career orientation experiences during the school year identified above. The teacher, who is employed at the filing district/school/agency, has completed the following required course(s) and a copy of the certificate of completion for each course completed is attached to this form. *(If teacher is not yet enrolled in the required courses, check the last item in the list):*

- ☐ Designing and Implementing Student Training Plans (18 hours)
- ☐ OSHA 10 PLUS Worksite Safety and Health Training (12 hours)
- ☐ Federal Wage and Hour Laws, Regulations, and Hazardous Orders (6 hours)
- ☐ New Jersey Wage and Hour and Wage Payment Laws and Regulations (6 hours)
- ☐ New Jersey Child Labor Laws, Regulations, and Hazardous Orders (6 hours)
- ☐ The above teacher has not completed the required non-collegiate courses. I certify that the above teacher is actively pursuing the required training.

As the duly authorized chief school administrator/director of education of the filing district/school/agency, I certify that the information and documents provided are accurate.

Comments:

Print Name and Title

Signature

Date